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| <b>FOR EXTENSIONS ONLY</b> |
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| <b><i>Full-Time National Guard Duty (FTNGD) Checklist</i></b> |  |
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|-------------------------|-----------------------|
| <b>Last, First, MI:</b> | <b>Unit:</b>          |
| <b>SSN or DOD#:</b>     | <b>Unit POC:</b>      |
| <b>End Date:</b>        | <b>POC Contact #:</b> |

Submit your packet as a PDF portfolio using the following naming convention. ("0. Checklist" / "1. DA 4187" / "2. DA 1058")

Packets are to be submitted to the fund activity manager (G1, G3, REC & RET, etc.) before being forwarded to AGR Branch

POC for this checklist is the Transitions NCO at 208-272-4217 or [nq.id.idarng.mbx.hro-agr@army.mil](mailto:nq.id.idarng.mbx.hro-agr@army.mil)

**FAILURE TO COMPLETE ALL REQUIREMENTS WILL DELAY THE APPLICATION PROCESS**

**Required Documents**

1. DA Form 4187 signed by hiring supervisor and funding manager (must have BDE representative signature if applicable)

2. DA Form 1058 signed by Soldier, records custodian, and unit commander